

2021-2022

PARENT/STUDENT HANDBOOK

<https://kes.vpsb.net/>



Keep Safe

Eager to Learn

Show Respect

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Kaplan Elementary**

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Kaplan Elementary Mission Statement

At Kaplan Elementary we will teach, learn and make a difference for all students.

Office Information

School Address: 608 N. Eleazar Avenue
Kaplan, La. 70548
Office Phone: 643-7965
Fax: 643-2821
Guidance Counselor Phone: 643-6116
Cafeteria Manager Phone: 643-1850
Office Hours: 7:30 a.m. - 3:30 p.m.
Student Hours: 8:10 a.m. - 3:20 p.m.
Website: <https://kes.vpsb.net/>

OFFICE POLICIES

- Only emergency calls will be delivered to teachers during class time. All other messages will be e-mailed to them.
- All parents and visitors must report to the office upon arrival on campus to state their reason for the visit and receive a visitor's pass.
- All school business should be conducted during the office hours only, not after school hours.
- If a parent needs to speak with his/her child's teacher, the parent must call to set up an appointment time. Parent meetings shall be conducted during non-instructional time.

VISITOR PASS

All visitors must sign-in at the office and receive a pass before going to any classroom. This will be in effect from 7:30 a.m. - 3:20 p.m. No exceptions, please.

EMERGENCY INFORMATION

The school must have a way to contact the parents or nearest relative of each child in case of an emergency. Please check to see that your child's teacher and the office have the correct information. Parents are to keep the office and teachers informed of current addresses and phone numbers in case of an emergency.

CLASSROOM PARTIES

Students and teachers are allowed class time for Christmas and Easter parties. Date, time and place for the parties are set by the principal. Other holidays may be observed in a small way at the discretion of the teacher.

FUNDRAISERS

If money is not turned in, students will not be allowed to participate in any additional fundraisers until the debt is paid in full.

BOOKSACKS

Rolling book bags are not allowed at Kaplan Elementary.

FIREARM-FREE ZONE

The 1992 Legislature passed Act 197 that defines a Firearm - Free Zone as an area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus. The law provides that students or non-students carrying a firearm in a Firearm - Free Zone is unlawful, and is the intentional possession of any firearm on one's' person, on a school campus, or within 1,000 feet of any school campus or on a school bus.

FIRE DRILLS / TORNADO DRILLS / LOCK DOWN DRILLS

In order to prepare students to react in a safe and orderly manner in an emergency, scheduled and unscheduled drills are held regularly throughout the school year in accordance with the law.

HEALTH AND ATTENDANCE

ILLNESSES AND ACCIDENTS AT SCHOOL

Any student too sick to be in the classroom is sent home. A student who throws up, has diarrhea or fever at school must be picked up and may not return to school until the child is 24 hours fever free or has not vomited or had diarrhea for 24 hours. The parent or guardian is called from the office to pick up the student. All emergency numbers need to be kept current. If a student is injured at school, he/she is to report to the teacher on duty, his teacher, or the secretary. If necessary, first aid is administered. Parents are contacted, informed of the accident and given the opportunity to check the injury or pick up the child. In a dire emergency, if parents or persons designated by parents cannot be contacted, every attempt will be made to secure medical services for your child.

MEDICATION

Medications are not to be given at school. Acutely ill students will be sent home. Students convalescing from acute illness should remain at home until the need for medication no longer exists.

When special circumstances exist for a health problem that can be expected to be of a long duration and to assure school attendance for students who must use medication in the treatment of chronic disabilities or illness, the following policy will be adhered to:

- A. Any student who is required to take medication during the regular school day, must comply with school regulations. These regulations include the following:
 - a. Written orders from a physician detailing the name of the drug, dosage, and time interval medication is to be taken.
 - b. Written request and permission from the parent or guardian requesting that the school comply with the physician's orders.
 - c. A parent or guardian must bring the medication to school in a container appropriately labeled by the pharmacy or physician.
 - d. Meet with the school nurse to complete medication forms.
- B. Opportunities must be provided for communication with the student, parent, and physician regarding the efficiency of the medication administered during school hours.

LICE

Head Lice: Encourage prompt treatment and return – preferably returning the day after lice found initially. Any student excluded from school due to head lice shall have an excused absence not to exceed 3 days.

- Exclude: Any child with lice must be satisfactorily treated with lice shampoo or alternate method before returning to school.
- All students sent home for evidence of head lice will be allowed to return to school with a signed parent procedure letter stating they have received treatment. The parent must accompany the student to school and he/she shall be examined by school personnel. (A parent lice procedure letter will be sent home with the student when lice is found.)
- A principal lice letter may be sent home with all students in the affected class.
- School nurses will be available to assist with repeated occurrences.
- Parent/guardian will be notified for live lice (bugs).

ABSENCES

The Vermilion Parish Attendance Policy states that a child cannot be absent more than 12 school days to be eligible for promotion. Please turn in a doctor’s excuse or a written excuse to the classroom teacher the day the student returns to school. All documentation of excused and unexcused absence(s) is kept on file at the school level. All excuses shall be written by a parent/guardian or physician and returned to the principal or his designee within three (3) days of the student’s return to school. Excuses returned after three (3) days are unexcused. Students will be rewarded each 9 weeks for perfect attendance. Awards at the end of the school year will include “Perfect Attendance” (absolutely no tardy days or early dismissal).

EXCUSED ABSENCES

If your child is absent or must be picked up early for reasons approved by the office you must send a written excuse within the next three (3) school days for those days to be excused. Excuses sent after three (3) school days will not be accepted.

EARLY PICK-UP

Your child should not be picked-up early other than for a death in the immediate family or a doctor’s appointment. If the student is picked up during the school day, only the parent or someone authorized by the parent is allowed to pick up a student. This person must be listed on the child’s emergency card in the office. All students must be checked out in the office before leaving campus.

Check outs will not be allowed after 3:00 p.m. If a child must be checked out, it must take place before 3:00 p.m. to avoid disruptions to the dismissal process.

By state law a student must receive 360 instructional minutes each day. By picking up your child early for invalid reasons your child does not receive this important instructional time. We will have to mark your child absent for leaving before dismissal.

TRANSPORTATION

BUS PERMISSION

Parents must send written permission to the teacher if they want their child to ride a bus other than their regular assigned bus. A simple note is permissible for a one day change, but the school board requires the completion of a form for the transportation department if this will be a regular occurrence. It is the parent’s responsibility to call the bus driver to get approval. Permission can be denied if the bus is overcrowded or if the child causes discipline problems.

If your child is to return home in a different fashion than usual, you must send a note to the homeroom teacher. The school office will not relay a message to the child, unless it is an emergency.

BUS RULES

1. The bus driver, together with the principal, shall assume full responsibility for the discipline of students riding the bus. Any disciplinary problems shall be reported by the driver to the principal and/or assistant principal of the school. It is the responsibility of the principal to determine necessary punishment of students violating regulations.
2. A student damaging the school bus shall be subject to suspension from school. Any pupil suspended for damages to any school bus shall make payment in full for such damages.
3. Students are expected to be on their best behavior at the bus stops, and while riding the bus.
4. Students must be on time at designated stops and must stay off the roadway at all times while waiting for the bus.
5. Arms and head must be kept inside the bus windows at all times. Nothing is to be thrown out of the windows.
6. Students are to remain seated at all times. If the driver assigns a student to a particular seat, he/she is to remain in that seat until directed otherwise.
7. Loud talking will not be tolerated. Conversation in normal tones is permissible.
8. Obtain permission from the driver before opening windows when it is cold or raining.
9. The emergency door is to be used only in case of accident or emergency.
10. Use or possessions of items not permissible at school (tobacco, matches, cigarettes, lighters, alcohol, drugs, weapons, etc.) are also not allowed on the bus.
11. Bus drivers are permitted to make reasonable rules for the safe and proper operation of the bus drivers.

Buses are now equipped with video cameras and videos will be reviewed as needed. Any violation of the above rules and regulations concerning the bus may be reason for disciplinary action, suspension or expulsion.

STUDENT MORNING DROP OFF

All children need to be dropped off in the morning and picked up in the afternoon in the front of the building. In the morning the side door (parking lot area) is used to unload buses and as a teacher entrance. If you are dropping off your child in the morning, please be aware that the school building does not open before **7:30** a.m. The duty teacher reports for morning duty at **7:30** a.m. and this is when the doors will be unlocked. It will be necessary for you to make arrangements until that time. If your child will be dropped off after the 8:10 a.m. bell, you must come into the office to sign your child in. Your child will be considered tardy after the 8:10 a.m. bell. Students may not be left unattended on campus before the arrival of the duty teacher at 7:30.

STUDENT AFTERNOON PICK UP

Parents who pick up their children after school are not allowed to park their car in the lot and get down for their children. They must stay in their vehicle and drive through the circular drive to pick up their child. At the end of the day no parent will be allowed to wait in the building or near the entrances to pick-up their child, because this leads to confusion and obstruction of hall traffic.

CAR RIDERS will be brought to the front of the school. Car riders will not be allowed to leave until the first load buses leave from in front of the school. If you are picking up children from KES, you must remain in your vehicle and pick-up in the **FRONT** of the school.

WALKERS are dismissed from the front of school after all car riders are picked up. An adult must be at the flag pole. Students are not allowed to walk home alone.

ACADEMICS

PARENT-TEACHER CONFERENCES

- VPSB will be hosting two parent-teacher conference events this year for all students Pre-K through 12th grade: October 25th, 2021 and February 2nd, 2022. Appointment requests will be sent out prior to this event. Parents are encouraged to have ongoing communication with teachers. Parents with concerns of any nature should arrange a time for a conference with the teacher involved. Teachers are available for conferences before school, during their planning time, and after school. All conferences should be scheduled ahead of time. Instructional time will not be interrupted to hold conferences.
- PreK and Kindergarten will have additional conference days on May 26th and 27th. Appointment requests will be sent out prior to this event.

Parent Resources

- Our school system maintains an informative website that posts information regarding policies, procedures, and other general information. It can be accessed at www.vpsb.net. Our school also hosts a website that provides updated information specific to our school. It can be accessed through the parish website above or accessed directly at <https://kes.vpsb.net/>
- Our Administration will utilize **JCampus Communication** as a method of communicating important information to our community. Often emergencies, reminders, or celebrations are announced through this system. Your cell number must be provided on the student's emergency contact card at the beginning of the school year in order to receive these messages. If there is a change to your cell number during the school year, it is important to notify the school of this change.
- **JPAMS Parent Access:** The Parent Command Center will give parents real time access to student attendance and grading information. It can be accessed through the VPSB website through a link on the main page, or you can bookmark <https://vpsd9.vpsb.net:8443/progress/> on your home computer.
Suggestion: First time access should be done from a computer, rather than a cell phone.

HOMEWORK

The Vermilion Parish School System believes that homework is an integral part of the curriculum and, therefore, serves the following valid purposes:

- a) Provides essential practice in needed skills
- b) Enhances development of independent study habits
- c) Enriches and extends school experience
- d) Fosters contact with out-of-school learning resources
- e) Promotes growth in responsibility

Recognizing the importance of homework, teachers initiate assignments as extensions of classwork. When homework is assigned, students are expected to complete the assignment. Failure to do so will affect the rate at which a child progresses.

If your child is absent from school and you would like for us to get homework, call before 9:00 a.m. This will give the teacher ample time to get the assignment together without taking away valuable instructional time. Homework will be ready for pickup in the front office daily at 2:30 p.m.

GRADING AND REPORTING

Wednesday is the designated day for signed papers to go home.

Grading and reporting shall reflect the academic achievement of the student. Grades shall be determined and reported in accordance with the following established procedures:

GRADING SCALE

Louisiana now has a statewide grading scale for grades K-12.

100- 93	A
92 - 85	B
84 - 75	C
74 - 67	D
66 - 0	F

All .5's shall be rounded up.

Teachers will have at least the required number of grades as per district guidance on the PPP during a 9-week period.

Grading and reporting shall reflect the academic achievements of students. Grades shall not be used with the intent of rewarding or punishing a student.

DRESS CODE

HAIR

Extreme / distracting hair styles (including Mohawks and feathers) or colors are prohibited. Hair should be clean and well groomed.

BELTS

Belts worn must adhere to VPSB guidelines. Belts must be navy, khaki, brown, or black in color.

Belts must be worn at all times in grades 1 – 4.

Shirts must be tucked in at all times in grades 1 – 4.

SHOES

Flip-flops, sandals, slippers, thongs, "toe shoes," rubber boots, light up shoes, crocs and beach shoes are not permitted. Shoes requiring laces must have the laces and must be kept tied. Any other shoe deemed unsafe by the administration is also prohibited.

JACKETS/COATS

Students will be allowed to wear any coat, jacket, or sweater to and from school and at any time out of the building such as recess and P.E. Students can wear only the following on top of school uniform when in the building:

1. Solid navy, white, red, or black windbreaker/coat
2. Solid navy, white, red, or black cardigan, sweater, pullover, or v-neck sweater
3. KES school spirit sweatshirts

Friday Spirit Shirts:

Only Kaplan Elementary school spirit shirts or Kidz Mania shirts are allowed.

T-shirts for Technology:

Every Tuesday your child may wear his/her favorite t-shirt to school for a \$1.00 minimum donation. T-shirts must follow the guidelines in the parish handbook. T-shirts with emblems and/or insignias that promote profanity, obscenity, drugs, alcohol, tobacco, gang, wrestling related symbols, or hate type slogans, etc. are prohibited. Uniform bottoms must be worn.

\$1.00 Jean & Athletic Shorts/Pants Day

Every Friday your child may wear denim jeans, capris, shorts, or skirts for a \$1.00 minimum donation. Athletic shorts or pants are also allowed. VPSB guidelines for length must be followed.

KAPLAN ELEMENTARY RULES AND PROCEDURES

It is the professional belief of the staff and administration at Kaplan Elementary that our discipline policies and school rules will assist in providing a safer, healthier, and happier atmosphere for your child to learn. A school discipline policy can help prevent and control student behavior problems by coordinating the school's disciplinary procedures and by informing students what types of behavior are expected of them and what is forbidden.

Before any teaching or learning can occur, classroom discipline must be established. To be effective, discipline must be consistent from day to day. If students are to cooperate with a discipline code, they must believe they will be treated fairly.

Every teacher is authorized to hold students to a strict accountability for any disorderly conduct in and around the school campus. An effective disciplinary program does not exist only in the classroom; it spreads to all areas of the school program including recess activity, cafeteria habits, and student behavior during assemblies, speech class, library period, halls, P.E., music, resource room, reading intervention and restrooms.

Parents and teachers are expected to stress to the students their responsibility towards school policies. The administration and teachers have the duty of enforcing these rules through a variety of disciplinary measures.

GENERAL SCHOOL RULES

1. Students are expected to exercise due courtesy toward all teachers, school personnel, and fellow students at all times. Disrespect, profanity, dishonesty, disorderly conduct, and disregard for authority will not be tolerated.
2. No student will be allowed in the school building until 7:30 a.m. Upon arriving at school, students are to report immediately to the cafeteria for breakfast.
3. Students are expected to respect all school property (including textbooks and library books) and pay for any losses or damages. Upon payment, another book will be issued or library books may be checked out. Students will not destroy property (public or private) such as marking or cutting desks, walls, etc.

4. Students are not to bring toys from home such as balls (all kinds), bats, radios, water guns, trading cards, unless requested by the teacher. Any toy that may be permitted to be brought to school (for special reason designated by the teacher) must be labeled and kept in the classroom. Also, students are not permitted to bring to school the following: pocket knives, or other sharp objects, real or toy guns, firecrackers, any type of drug, pets (unless cleared by the homeroom teacher) or any item that would endanger students.
5. Gum is not allowed to be chewed on the school campus.
6. No students are allowed in the hallways during recess on a clear day. Nor should they play or congregate in the restrooms. Students may be permitted time to use the restroom and drink water during class time before a recess but the recess is the time the facilities should be used.
7. Before school and at recesses, no students are permitted in the classrooms without the company of the teacher.
8. Students are not to remove their shoes during recess or P. E. (unless requested by the P. E. teachers).
9. Students should not bring valuable personal belongings to school. We cannot be responsible for their loss.
10. Students who miss their bus in the afternoon must report to the office to call home.
11. Loitering is not allowed on the school grounds before or after school hours.
12. Students are not permitted to take visitors to school unless special permission has been granted by the principal.
13. No deliveries such as birthday presents, flowers, balloons, etc. are to be made to students during school hours.

SPECIFIC AREA RULES

Hand Washing Area Rules:

- Hips, Lips & Eyes
 - Hips: hands at hips or pockets
 - Lips: lips closed – No talking
 - Eyes: eyes looking ahead facing forward
- Wash hands
- Dispose of trash properly

Cafeteria Rules:

- Remain quiet until seated

- Inside voice to neighbors only
- Keep all food & trash on your tray
- Use good manners
- Remain at table until released
- Put booksack on the designated table for breakfast

Hall Rules:

- Walk on the right side of the hall
- Hips, Lips, Eyes
 - Hips: hands at hips or pockets
 - Lips: lips closed – No talking
 - Eyes: eyes looking ahead facing forward

Bathroom Rules:

- Give others privacy
- Quick & quiet
 - Aim
 - Flush
 - Wash
 - Trash
 - Class

Playground Rules:

- Stay in area
- Keep hands, feet & objects to self
- Play fair & share
- Line up quickly & quietly

Dismissal Rules:

- Walk quickly & orderly to your ride and enter orderly
- Hips, Lips & Eyes
 - Hips: hands at hips or pockets
 - Lips: lips closed – No talking
 - Eyes: eyes looking ahead facing forward

2nd Bus Load Rules in Cafeteria:

- Remain in the assigned seat until released.
- Remain quiet
- Homework may be done or a book may be read

Bus Rules:

- Remain seated & face forward
- Use inside voices
- Keep hands, feet & objects to yourself

Classroom, Library, Intervention, Resource, Speech, Music, and P.E.:

- Each teacher is responsible for his/her own set of classroom rules and consequences. This classroom plan must be approved by administration, posted in the classroom, and communicated to parents.

FIELD TRIPS AND DISCIPLINE

Students are expected to follow all school rules and be on their best behavior when on all school sponsored field trips. Requirements for appropriate behavior will be posted and a notice sent home prior to the field trip. Students not following school rules or not meeting the requirements will not be allowed to attend field trips. Notice of exclusions will be sent home prior to the field trip.

Good conduct and safety is required on all field trips. Students who receive an office referral within 4 weeks prior to a field trip will not be allowed to attend. If a student does not attend the field trip, he/she will stay in another teacher's room while his or her class is on the trip. The homeroom teacher leaves academic work and makes arrangements with another teacher.

KAPLAN ELEMENTARY SCHOOLWIDE DISCIPLINE PLAN

Kaplan Elementary uses Positive Behavior Intervention Support as part of our school wide discipline plan. This model consists of three components.

- 1) PBIS Rules and Incentives
- 2) Classroom Discipline Steps
- 3) Administrative Intervention/Office Referrals

PBIS

Kaplan Elementary is a **Positive Behavior Interventions and Support** School. Our school wide expectations are **KES**: **K**eeP safe, **E**ager to learn, and **S**how respect. Students will be rewarded regularly for following these expectations.

All classroom teachers will have an incentive plan in place to encourage a positive learning atmosphere. Teachers will explain classroom, cafeteria, school, bus, and playground rules with the class. Classroom rules will be posted for students in the classrooms. During the first week of school, teachers will practice and firmly establish routines and procedures will be taught and practiced at intervals throughout the school year.

Several times throughout the year, students exhibiting the school wide expectations will be rewarded with an incentive. The incentives will be decided upon by the school PBIS committee.

CLASSROOM DISCIPLINES STEPS

Each classroom teacher has a discipline policy in his/her classroom. The policy is to document behaviors that are not acceptable in the classroom setting and to give appropriate consequences. Each teacher will send home a copy of his/her policy in a parent letter at the beginning of the school year.

CONSEQUENCES

- Classroom rules and consequences will be followed.
- Minor infraction form 1 will be sent home to be signed by the guardian.
- Minor infraction form 2 will be sent home to be signed by the guardian.
- On third (3rd) minor infraction in a week an office referral will result.
- An accumulation of ten (10) minor infractions in a 9 week grading period, for which an office referral

has not been earned, will result in an office referral.

ADMINISTRATIVE INTERVENTION/OFFICE REFERRALS

- 1st offense – conference with student and detention, a written office referral will be sent home and parent contacted by phone.
- 2nd offense - conference with the student and 3-5 days of detention. A written office referral will be sent home and parent contacted by phone.
- 3rd offense - conference with the student and 1 day out of school suspension. A written office referral will be sent home and parent contacted by phone. The student will be referred to the counselor.
- 4th offense- student will receive 2 days out of school suspension. A written office referral will be sent home and parent contacted by phone. The student will be referred to the counselor.
- 5th offense - student will receive 3 days out of school suspension. A written office referral will be sent home and parent contacted by phone. The student will be referred to the counselor.

*Consequences will be determined by administration and determined by the student's developmental level, past history as well as the frequency and severity of his / her inappropriate behavior.

SEVERE CLAUSE

The classroom discipline steps will be eliminated and immediate office assistance required in certain circumstances. (Example: Extreme disrespect; extreme willful disobedience; fighting; stealing; cheating; possession or use of drugs, alcohol, or tobacco; possession of weapons; leaving campus without permission; threat to commit bodily injury to others; sexual harassment; arson; bomb threat; etc...) please refer to parish handbook. For these severe cases, the decision will be made at the administrative level as to the consequence.

**School-Level Parental Engagement Policy
2021-2022**

School **Kaplan Elementary School** Principal **Tracy Hargrave**
Family Engagement Contact Person **Brooke Meaux**
Date of Approval **May, 2021** Date of Evaluation **May, 2022**

Mission Statement

At Kaplan Elementary School we will teach, learn, and make a difference for all.

Belief Statements

We believe with frequent interactions among Kaplan Elementary, families, and the community, students are more likely to receive positive messages from a variety of people about the importance of school, working hard, thinking creatively, helping one another, and staying in school.

Introduction

Kaplan Elementary School recognizes that in order for students to succeed in school and later in life, the school, family, and community must work together in the education process. It is the goal of Kaplan Elementary to aggressively seek effective partnerships between the home, the school, and the community.

1. **When will our school hold annual meetings? The meetings are to be at convenient times and for the purpose of keeping parents informed about their right to be involved in school planning as well as their child's education process.**
 - A. Meet & Greet, Open House, Parent Orientation held at the start of the school session.
 - B. Scheduled Pre-K through fourth grade conferences
 - C. Conferences held when requested
 - D. School Building Level Committee Meetings

2. **How will we involve a diverse representative sampling of parents in an organized, ongoing way in the planning, review and improvement of Title I programs and all other programs beneficial to student support?**
 - A. Surveys, Questionnaires
 - B. Meetings - PBIS Committee

3. **How will we offer meetings and trainings to help parents work with their children to improve their children's school achievement?**
 - A. Brochures with Academic Tips
 - B. Reading Day
 - C. Math Day
 - D. LEAP Parent Information

4. **How will we provide parents with our school performance profiles and assessment results including interpretation of the results?**
 - A. Letter with results sent home, written in "parent-friendly" language
 - B. LEAP Parent Information and Student Reports
 - C. Website information - <https://kes.vpsb.net/>

D. Brochures, pamphlets

5. How will we provide parents with a description of the curriculum and the forms of assessment used to measure

student progress?

- A. Parish generated information sent home
- B. Information from the State Department of Education
- C. Parent Meetings and Workshops

6. How will we develop a home-school compact that involves the student, teacher, and parent? A plan to evaluate and revise must be included.

- A. KES/Vermilion Parish Student/Parent Handbook
(KES School-Wide Discipline Plan, PBIS System, Compacts, and Parental Involvement Plan sent home yearly)
- B. Evaluations through questionnaires, personal interviews with parents/students

7. When will we hold parent conferences? NCLB mandates this in the elementary grades.

- A. PreK-4th Grade October and February Conferences
- B. As requested by parents or teachers before, during, or after school
- C. Pre-K and K End of the Year Conferences
- D. Home visits when necessary
- E. Phone call, written note, email

8. How can we provide assistance to parents in interpreting and understanding the new State Content Standards and benchmarks, the Louisiana Accountability System, and state and local assessments?

- A. Workshops, meetings
- B. Brochures in "parent-friendly" language
- C. State Department of Education Website - <https://www.louisianabelieves.com/>

9. How will we frequently report to parents about their child's progress?

- A. Weekly signed papers
- B. Mid-nine weeks progress reports
- C. Phone call log, teacher notes, email
- D. Daily progress reports-academic and/or behavior (as needed)
- E. Student Progress Center on VPSB Website

10. How will we provide opportunities for parents to volunteer on an on-going basis in the school?

- A. Survey sent home enabling parents to sign-up for various jobs
- B. Announcements/notices/phone calls when help is needed
- C. Open door policy allowing volunteers throughout the year

11. Describe how resources and services are shared and coordinated among families, schools, and the community to ensure student learning and growth.

- A. 4-H Meetings-Community Speakers
- B. Dental Health Program- Community Dentist
- C. Kaplan Healthcare Center donations
- D. Community Readers/Grandparents for Dr. Seuss' Birthday
- E. Harvey Rabbit

F. Educational Field Trips in Community

Example: plays at RRMS/KHS, Abrom Kaplan Memorial Hospital, Toby Mallet City Park, Kaplan Museum

12. **How can we coordinate and integrate Family Involvement activities with the Pre-K program?**
 - A. Meetings and conferences held throughout the year
 - B. LA-4 Information sent home
 - C. PreK Events held by District Early Childhood Facilitator

13. **How can we ensure, to the extent possible, that information related to school and parent programs are sent to the home of students in an understandable language and format?**
 - A. As requested, materials sent home in the family's native language
 - B. Translations offered upon request
 - C. ELL survey to identify families
 - D. Personal Contact thru ELL Personnel

14. **Describe how parents are involved in the decisions regarding how reserved funds are allotted for parental involvement activities.**
 - A. Parent representation on committees

15. **How do we ensure that our school climate is inviting and welcoming to ALL families?**
 - A. Positive and Welcoming signs
 - B. Warm and Friendly greetings

16. **How do we identify and address barriers to family engagement?**
 - A. Open the lines of communication between school and families

17. **Describe how parents play an active role in school decisions, governance, and advocacy.**
 - A. Family representation on committees at the school
 - B. Open door policy

18. **How do we recognize and value family members' participation and their diverse contributions to our school?**
 - A. Meet and Greet at the start of the school year
 - B. Newspaper spotlight bulletin board
 - C. Parent Participation welcomed at each KES activity

***This parent engagement policy may be translated at the request on any non-English speaking parent.

Parents are encouraged to participate and become involved in various activities throughout the school year. These activities include:

Teacher Appreciation Week Activities, KES Jump Rope for Heart Day, PBIS Rewards events, End of Nine Weeks Principal's List/Honor Roll/BUG Club/Perfect Attendance events, Accelerated Reader Period Rewards, Accelerated Reader End of Year Reward, Kindergarten Thanksgiving Feast, Field Trip Chaperones as requested, Cake Bingo, Library Book Fair, Pre-K and K Registration, DIBELS Testing, Vision/Hearing Screenings, Distribution of Principal/Honor Roll Coupons, Distribution of School T-Shirts, School Sponsored Pictures

The following persons participated in the development of the Kaplan Elementary School Parental Engagement Policy for the 2021-2022 school year.

Parents: Kayla Hebert/Parent
Heather Perrin/Parent
School Personnel: Cynthia Broussard/Classroom Teacher
Tracy Hargrave/Principal